SELECTED LIST OF CATEGORIES OF EXEMPTIONS FROM REPORTS CONTROL

The following types of reports are exempt from control of the Reports Management Program:

1. Top Secret reports.

2. Intelligence reports covering only intelligence matters submitted to official intelligence activities.

3. Reports of inspection prepared by inspectors general.

4. Official reports of audit, survey, or investigation by administrative bodies appointed for that purpose.

5. Formal reports of official proceedings of formally constituted judicial or administrative bodies appointed for that purpose.

6. Formal reports of findings, recommendations, or actions prepared by special committees or boards appointed to inquire into and report on a particular matter. However, recurring reports initiated by such committees or boards to obtain data required for their work are not exempt under this provision.

7. Comments and/or concurrences as part of routine clearance of proposed actions, requisitions, or publications.

8. One-time recommendations, suggestions, or evaluations as to plans, policies, or procedures, and official employee or beneficial suggestions.

9. Replies to requests for suggested agenda for meetings.

10. Inter-agency budget requirements.

11. Weather reports which are a series of weather records.

12. The following operating documents:

    Affidavits
    Agreements

S E C R E T

12. Continued

Announcements
Applications or requests
Authorizations
Bids
Bills
Bills of lading
Certifications
Claims
Identification
Leases
Liens
Oaths of Office
Payrolls
Permits
Performance bonds
Receipts
Receiving-and-inspection forms
Requisitions
Sales slips
Contracts and initial allied papers
Depositions
Guarantees
Shipping Orders
Specifications
Statements of witness

1. Office Control Number (number assigned by the respective component, not the numbered designation of the report itself.)

2. Report Title (title as given by the respective component, generally is the formal report title) Section #1, Form 142.

3. Report Type (Section #2, Form 142.

      1 - Statistical
      2 - Narrative
      3 - Combination of 1 & 2 above.
      4 - Machine Name Listings
      5 - Combination of 1 & 4 above.

4. Number of Copies Prepared (Section #4, Form 142)

5. Frequency (frequency with which the report is prepared. Production = frequency x number of copies prepared) Section #5, Form 142.

      1 - Daily (252)
      2 - Weekly (52)
      3 - Bi-Weekly (26)
      4 - Monthly (12)
      5 - Bi-Monthly (6)
      6 - Quarterly (4)
      7 - Semi-Annual (2)
      8 - Annual (1)
      9 - Special (one time only) (1)

6. Distribution (number of components, not number of reports to each, nor total reports distributed) Section #6, Form 142

7. ADP Processing (Section 7, Form 142)

8. Source (organizational component requesting the report)

9. Cite Number (directive authority requiring the report) Section #9, Form 142.

10. Preparing Component (organizational component preparing report) Section #10, Form 142.

11. Feeder Report (number, not description) Section #11, Form 142.

12. Cost Factors (Section #12, Form 142, see also special memorandum instructions for costing reports)

13. Report Requirement Types (codes assigned and included at the right of the Report Title column)
      1 - Component required - component prepared.
      2.- DDS (directorate) required - prepared agency-wide.
      3.- Required by other Agency components - prepared by DDS (directorate)
      4 - External Agency Required
      5 - OPPB required.
      6 - DDS required of DDS components.
      7 - DDS component required by other DDS components.
      8 - DDS required -prepared by another Agency component.
      9 - DDS required - prepared externally to Agency.